



# **MEMBERSHIP REGISTRATION SYSTEM**

## **CLUB USER GUIDE V1.3**



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### **Overview**

Each Club is responsible, and has access to, all of its members (athletes, coaches, board members, team managers, chaperones, other volunteers, coaches, and referees).



The new membership registration system can be used for tracking important information for the club's members as well as reaching your entire membership, or targeted membership groups, through the email distribution function. The database has the ability to track the role and activities of your members.

It is important that ALL members be registered regardless of role. Since the Volunteer membership category is free please ensure anyone who has volunteered their time from team manager, to chaperone, to minor official, fundraising, etc. is registered on the database.

Please note that regardless of the membership category or time within the season a participant is registered; their membership will last no more than 365 days and will always expire August 31<sup>st</sup>. PSOs will need to re-activate members September 1<sup>st</sup> of each year.

The Introduction Membership category expires after 90 days. Once an Introduction member's membership expires, they will remain in the report section although their status will be black, meaning inactive. Clubs' and PSO's can renew an Introduction member's membership upward within the September 1<sup>st</sup> to August 31<sup>st</sup> registration period. Within the registration period, a member can only register as an Introduction Member once.

Clubs Users have the ability to upgrade Membership Categories, not downgrade. Please see [Changing Membership Type](#) below.

Club Users must also request, from their PSO, the ability to activate membership status. Please see [Activating Members](#) below.

### **Registration Responsibilities**

The club is responsible for registering

1. All athletes, including National Team athletes centralized in Montreal and Calgary and athletes training abroad (ie Europe and NCAA), associated with the club;
2. All coaches, including National Team coaches, associated with the club;
3. All officials, including FINA, associated with the club;
4. All Master Learning Facilitators, Learning Facilitators, Master Evaluators, Evaluators, Referee Course Conductors, and Referee Evaluators associated with the club;



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5. All volunteers, including club board members, team managers, team chaperones, minor officials, provincial board members, and WPC board and committee members associated with the club.

## Newsletter and Other Capabilities

Club users can select “All Member” or “Inactive Members”.



The Club User has access to all of its members. You can sort members by gender, year of birth, language, club type (primary or secondary), role, membership category, and status. You can email all of your members, or selected members sorted by the fields listed above. For example, if a club is having a 16 and under training camp, they can sort male/female competitive athletes born in 1994 and send them the information. The Club can also export their entire membership list to Excel.

### Members

Email all members

Email select members

Export to Excel

Gender:  Year:  Language:

Club Type:  Role:  Category:

Status:

Category:

Pending

Filter:

### Sorting Members by Role

When sorting members by “Role” a PSO has the ability to sort by multiple roles. This can be done by holding down the *ctrl* button on the keyboard while simultaneously right clicking the mouse on each role you wish to view.



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### **Sorting Members by Year of Birth**

When sorting members by “Year” a PSO has the ability to sort by multiple years of birth. This can be done by holding down the *ctrl* button on the keyboard while simultaneously right clicking the mouse on each year you wish to view.

### **Step 1- Club Registration and Club User Forms**

Fill out the Club Registration Form and the Club User Registration Form sent by each Provincial Association. No data, usernames, or passwords will be transferred from the old system. Each Club and Club User must be registered again. Each Club must have at least one (1) Club User.



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### **Step 2- Email Confirmation**

After the Provincial Association has registered the Club and Club User(s) on the membership registration system each Club User will receive the following email notification:



Hello Club User,

Username: Testing Club User  
Password: abc123

**Thank you for becoming a member of the Water Polo in Canada community.**

With your new membership, you can

- Participate in sanctioned events (new system to come online in fall 2009)
- Develop skills to become an athlete, coach, official or volunteer
- Manage and update your Profile

Log in to your account at any time to change your profile and preferences, or to sign up for the newsletter.  
Enjoy your new 2009-2010 membership!

**Membership Expiry**

Please note that regardless of your membership type your membership will expire will on August 31st, 2010 or sooner.  
No Provincial or Water Polo Canada membership classification will exceed August 31st regardless of the start date.

All Water Polo Canada members are required to follow the Water Polo Canada code of conduct and applicable codes for athletes, coaches, officials and volunteers found at [www.waterpolo.ca](http://www.waterpolo.ca) .

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### **Step 3- Login and Personal Information**

Log into the WPC database, with the username and password received in the email notification, through [www.waterpolo.ca](http://www.waterpolo.ca) and ensure your profile information is correct. It is recommended to change your username and password. You should take this time to familiarize yourself with the user interface. Contact your Provincial Association to schedule training.

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Sport Canada  
FINA  
UANA  
Water Polo World  
Coaching Assoc of Can  
Coaches of Canada

WATER POLO CANADA  
Canadian Water Polo Association Inc.  
office@waterpolo.ca

Home for Your Team in Vancouver 2010  
Click here to support our fellow Canadian athletes in Vancouver

Member Login  
Username: wpc  
Password: [masked]  
☐ Keep me signed in  
Sign In  
Forgot your ID or Password?

### **Step 4- Membership Registration Form**

Receive the **Member Registration Form** from your Provincial Association in preparation for the Club's annual registration season. Have each Club Member fill out the **Member Registration Form** electronically, or in person, with the remainder of the Club's registration package. The Club User will need all information in the **Member Registration Form** in order to register an individual member on the membership registration system. The Club may customize the **Member Registration Form** by adding additional fields, and by adding their club logo in the header of the Microsoft Word document.



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### Step 5- Training and Registering Members

Take the information from the **Member Registration Forms** submitted to each Club Member and enter the data into the fields. Any field with a **red asterix \*** is a mandatory field. Once all fields are complete click save and repeat for each Member.

#### Add Member

\* mandatory fields

|                            |   |   |  |
|----------------------------|---|---|--|
| First Name :               | * | <input type="text"/>  |  |
| Last Name :                | * | <input type="text"/>  |  |
| Middle Name :              |   | <input type="text"/>  |  |
| Email :                    | * | <input type="text"/>  |  |
| Username :                 | * | <input type="text"/>  |  |
| Address :                  | * | <input type="text"/>  |  |
| City :                     | * | <input type="text"/>  |  |
| Province :                 | * | --Please Select--   |  |
| Postal Code :              | * | <input type="text"/>  | (Example: Postalcode Format:- W1W-1W1) |
| Primary Phone No :         | * | <input type="text"/>  | (Example: Phone Format:- XXX-XXX-XXXX) |
| Secondary Phone No :       |   | <input type="text"/>  | (Example: Phone Format:- XXX-XXX-XXXX) |
| Gender :                   | * | <input checked="" type="radio"/> Male <input type="radio"/> Female              |  |
| Language :                 | * | <input checked="" type="radio"/> English <input type="radio"/> French           |  |
| Aboriginal ancestry :      |   | Not Applicable  |  |
| Province Of Registration : | * | --Please Select--   |  |
| Picture Upload :           |   | <input type="text"/> <input type="button" value="Browse..."/>                   |  |
| Date of birth :            | * | <input type="text" value="15/02/2010"/> <input type="button" value="Calendar"/> |  |





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|                                |  |
|--------------------------------|--|
| Member Category: *             | <input type="text"/>   |
| Parent Email if under 18 :     | <input type="text"/>   |
| Club : *                       | <input type="text"/>   |
| Zone : *                       | N.A  |
| Secondary Club :               | <input type="text"/>   |
| First Year Of Registration : * | 1925   |
| Role : *                       | <input type="checkbox"/> Alumni<br><input type="checkbox"/> Athlete<br><input type="checkbox"/> Coach<br><input type="checkbox"/> Official<br><input type="checkbox"/> Volunteer |

### Activities

|               |         |
|---------------|---------|
| Select Year : | 2009-10 |
|---------------|---------|

|                         |   |                      |
|-------------------------|---|----------------------|
| Domestic Competitions : | <input type="checkbox"/> Provincials<br><input type="checkbox"/> 16U Boys NCC<br><input type="checkbox"/> 16U Girls NCC<br><input type="checkbox"/> 18U Men NCC<br><input type="checkbox"/> 18U Women NCC<br><input type="checkbox"/> 22U/Junior Men NCC<br><input type="checkbox"/> 22U/Junior Women NCC<br><input type="checkbox"/> Senior Men NCC<br><input type="checkbox"/> Senior Women NCC<br><input type="checkbox"/> CSL<br><input type="checkbox"/> MLWP Men<br><input type="checkbox"/> MLWP Women<br><input type="checkbox"/> Provincial Team Joint Training/Competitions (specify) | <input type="text"/> |
|-------------------------|---|----------------------|

### Activities Added

No Activities Added Yet!

|   |  |
|---|--|
| <input type="button" value="Add Activity"/> | <input type="button" value="Delete Activity"/> |
|---|--|

|                                     |                                       |
|-------------------------------------|---------------------------------------|
| <input type="button" value="Save"/> | <input type="button" value="Cancel"/> |
|-------------------------------------|---------------------------------------|

After clicking the Save button repeat process of entering fields for each Member.





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### Please Note:

- As a Club User, you will not have access to alter the “Province of Registration”, “Club”, or “Zone” fields as they are predetermined based on the registration of your club. This is because Club Users only have access to the data within their own Club;
- Clubs and PSOs can recognize members of aboriginal ancestry

|                            |  |
|----------------------------|--|
| Aboriginal ancestry :      | <div>Not Applicable</div>              |
| Province Of Registration * | <div>Status Indian/Treaty Indian</div> |
| :                          | <div>Non-Status Indian</div>           |
|                            | <div>Métis</div>                       |
|                            | <div>Inuit</div>                       |
| Picture Upload :           | <div>Not Applicable</div>              |

- Once a Member is registered they cannot be deleted;
- Individual Members must submit a **.JPEG file** in order to upload their photograph;
- No password is necessary for the individual member as the system automatically propagates a unique password for each username;
- You may select multiple roles for an individual. When the role of “Coach” or “Alumni” is selected the following “Details” must be entered:

#### Alumni Details

Former National Team : \*

☒ Yes ☐ No

Years on National Team :

⚠ Please enter years on national team

#### Coach Details

NCCP Number :

Coaches of Canada  
Number :



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- The Club User has the ability to add the “Activities” of each Member for the past three (3) season:

**Activities**

Select Year :

Domestic Competitions :

- ☐ Provincials
- ☐ 16U Boys NCC
- ☐ 16U Girls NCC
- ☐ 18U Men NCC
- ☐ 18U Women NCC
- ☐ 22U/Junior Men NCC
- ☐ 22U/Junior Women NCC
- ☐ Senior Men NCC
- ☐ Senior Women NCC
- ☐ CSL
- ☐ MLWP Men
- ☐ MLWP Women
- ☐ Provincial Team Joint Training/Competitions (specify)

### Activities Added

**No Activities Added Yet!**

- Check the boxes of the “Activities” the individual member participated for the chosen season and click Add Activity:

**Activities**

Select Year :

Domestic Competitions :

- ☒ Provincials
- ☒ 16U Boys NCC
- ☐ 16U Girls NCC
- ☒ 18U Men NCC
- ☐ 18U Women NCC
- ☒ 22U/Junior Men NCC
- ☐ 22U/Junior Women NCC
- ☐ Senior Men NCC
- ☐ Senior Women NCC
- ☐ CSL
- ☐ MLWP Men
- ☐ MLWP Women
- ☐ Provincial Team Joint Training/Competitions (specify)

**Activities Added**

**No Activities Added Yet!**

**Selected Season  
is 2008-09**



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➤ Continue for the 2007-08 and 2006-07 seasons:

### Activities

Select Year :

2007-08

Domestic Competitions :

- ☐ Provincials
- ☐ 16U Boys NCC
- ☐ 16U Girls NCC
- ☐ 18U Men NCC
- ☐ 18U Women NCC
- ☐ 22U/Junior Men NCC
- ☐ 22U/Junior Women NCC
- ☐ Senior Men NCC
- ☐ Senior Women NCC
- ☐ CSL
- ☐ MLWP Men
- ☐ MLWP Women
- ☐ Provincial Team Joint Training/Competitions (specify)

### Activities Added

☐ 2008-09

Add Activity

Delete Activity

2008-09  
Activities have  
been saved



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- All new Members will receive the following email notification:



Hello Member Test,

Username: Member Test

Password: 542cf5cc

Password is  
automatically  
generated by  
the system

**Thank you for becoming a member of the Water Polo in Canada community.**

With your new membership, you can

- Participate in sanctioned events (new system to come online in fall 2009)
- Develop skills to become an athlete, coach, official or volunteer
- Manage and update your Profile

Log in to your account at any time to change your profile and preferences, or to sign up for the newsletter.

Enjoy your new 2009-2010 membership!

### **Membership Expiry**

Please note that regardless of your membership type your membership will expire will on August 31st, 2010 or sooner.

No Provincial or Water Polo Canada membership classification will exceed August 31st regardless of the start date.

All Water Polo Canada members are required to follow the Water Polo Canada code of conduct and applicable codes for athletes, coaches, officials and volunteers found at [www.waterpolo.ca](http://www.waterpolo.ca).

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- This email notification will be sent to the parent's email address for members under the age of 18.



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### Changing Membership Type

Each Club User has the ability to upgrade the membership category of individual members at any point in time regardless of the status of the member. Club Users cannot downgrade a membership category. This can only be done through each respective PSO.

Introduction Members have a 90 day registration period. At the conclusion of the 90-day period the Introduction Member will become “Inactive”. Club Users may upgrade the “Inactive” Introduction Member to a higher membership category. Once an Introduction Member has been upgraded, their status will automatically become pending. Clubs Users will need to change the upgraded member’s status to “Active” (see [Activating Members](#) below) in order for that member to be eligible to participate in any water polo event.

Click on the “Member” button – “All Members” – at the top menu.

The screenshot shows the 'Member' menu selected at the top. Below the menu, there are filters for Gender, Year, Language, Club Type, Role, and Status. A 'Show' button is next to the Category dropdown. Below the filters are buttons for 'Email All Member on Grid', 'E-mail Selected Member on Grid', 'Export to Excel', and 'Add New'. A 'Change Category' button is also visible. A dropdown menu for 'Category' is open, showing options: --Please Select--, Arbitre-International, Bénévole, Compétitif-Arbitre, Compétitif-Athlète, Compétitif-Entraîneur, Entraîneur international, Membre introduction 3 mois d'inscription/ 90 jours, Récréatif-Arbitre, Récréatif-Athlète, and Récréatif-Entraîneur. A table of members is shown below the filters, with columns: Category, First Name, Last Name, Gender, Date of birth, and Email. The first row shows a member with Category 'Bénévole', First Name 'Jake', Last Name 'Snake', Gender 'Male', Date of birth '1980-02-15', and Email 'jlindell@waterpolo.ca'. A red speech bubble on the left says 'Club Users can only upgrade members.'

| Category                                     | First Name | Last Name | Gender | Date of birth | Email                 |
|--|------------|-----------|--------|---------------|-----------------------|
| <input checked="" type="checkbox"/> Bénévole | Jake       | Snake     | Male   | 1980-02-15    | jlindell@waterpolo.ca |

Click on the member whom you wish to upgrade the Membership Category, click the drop down menu “Category”, select the new Membership Category, and click “Change Category”.



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My Info Member Logout Logged in as: Jeff Lindell

Members

Gender: Show All Year: 2010 2009 2008 2007 Language: Show All

Club Type: Show All Role: Alumni Athlete Coach Official Category: --Please Select-- Show

Status: --Show All--

Email All Member on Grid E-mail Selected Member on Grid Export to Excel Add New

Category: --Please Select-- Change Category

Pending Change Status

Filter: lindell

| Category                                   | First Name | Last Name | Gender | Date of birth | Email                | Club Type | Phone        | Status                             | Edit |
|--|------------|-----------|--------|---------------|----------------------|-----------|--------------|------------------------------------|------|
| <input type="checkbox"/> Récréatif-Athlète | Jake       | Snake     | Male   | 1980-02-15    | jindell@waterpolo.ca | Primary   | 123-456-7890 | <span style="color: red;">●</span> |      |

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## Activating Members

Club Users can request, through their respective PSO, the ability to activate members. Club Users only have the ability to move members from Inactive to Active and Pending to Active. "Inactive" members will be listed with a black dot under the status line, "Pending" members with a red dot, and "Active" members with a green dot.

Only members who are "Active" are eligible to participate in water polo events, which include training and competition. Pending or Inactive members are not covered by the Water Polo Canada insurance program.

Once a member is first entered into the system, they are entered as "Pending". Each August 31<sup>st</sup> at midnight, each member on the system becomes "Inactive". It is the responsibility of the Club and their respective PSO, to ensure members who are participating in water polo events (training and competition) are listed in the system as "Active".

Introduction Members have a 90 day registration period. At the conclusion of the 90-day period the Introduction Member will become "Inactive". Club Users may upgrade (see [Changing Membership Type](#) above) the "Inactive" Introduction Member to a higher membership category. Once an Introduction Member has been upgraded, their status will automatically become pending. Clubs Users will need to change the upgraded member's status to "Active" in order for that member to be eligible to participate in any water polo event.

Click on the "Member" button – "All Members" – at the top menu.



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My Info Member Logout Logged in as: Jeff Lindell

Members

Current status is "Pending" as shown by the red dot.

Gender: Show All Year: 2010 2009 2008 2007 Language: Show All

Club Type: Show All Role: Alumni Athlete Coach Official Category: --Please Select-- Show

Status: --Show All--

Email All Member on Grid E-mail Selected Member on Grid Export to Excel Add New

Category: --Please Select-- Change Category

Pending Pending Active Change Status

| Category   | First Name | Last Name | Gender | Date of birth | Email                | Club Type | Phone        | Status  | Edit |
|--|------------|-----------|--------|---------------|----------------------|-----------|--------------|---------|------|
| <input checked="" type="checkbox"/> Compétitif-Athlète | Jake       | Snake     | Male   | 1980-02-15    | jindell@waterpolo.ca | Primary   | 123-456-7890 | Pending |      |

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Click on the member whom you wish to activate, ensure "Active" is shown in the "Status" drop down menu, and click "Change Status".

My Info Member Logout Logged in as: Jeff Lindell

Members

New status is "Active" as shown by the green dot.

Gender: Show All Year: 2010 2009 2008 2007 Language: Show All

Club Type: Show All Role: Alumni Athlete Coach Official Category: --Please Select-- Show

Status: --Show All--

Email All Member on Grid E-mail Selected Member on Grid Export to Excel Add New

Category: --Please Select-- Change Category

Active Change Status

Filter: lindell

| Category   | First Name | Last Name | Gender | Date of birth | Email                | Club Type | Phone        | Status | Edit |
|--|------------|-----------|--------|---------------|----------------------|-----------|--------------|--------|------|
| <input checked="" type="checkbox"/> Compétitif-Athlète | Jake       | Snake     | Male   | 1980-02-15    | jindell@waterpolo.ca | Primary   | 123-456-7890 | Active |      |

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## Troubleshooting

Please contact your Provincial Association if you encounter any technical problems with the Membership Registration System, or have any questions regarding the membership registration process.